



Crawshawbooth Pre-School

The Village Centre Adelaide Street Crawshawbooth Rossendale Lancashire BB4 8PW

T. **01706 507169** E. **info@crawshawboothpreschool.co.uk**

W. **www.crawshawboothpreschool.co.uk**

For children aged 2 – 5 years

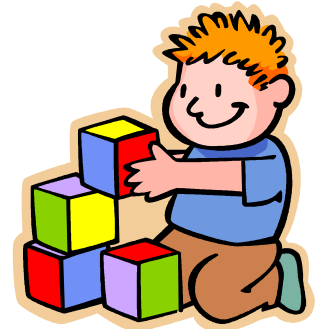
Registered Charity Number 1022561

Lancashire County Council

Early Years Free

Entitlement Funding

Ofsted Inspected



Introduction to Pre-School

Your child's first day at Pre-School is a big step for both you & your child & our aim is to ease your child into the routine & security of Pre-School life with minimum worry.

You will receive a starting day, date & time for your child. On arrival at Pre-School, our 'Greeter' will welcome you. Your child will have their own personal named tray, which teaches them to recognise their name.

Then you may want to take your child round the Pre-School to explore the areas of play & also take the opportunity to speak to the staff. You can leave your child in our care when you feel comfortable to do so.

You are welcome to bring your child to Pre-School anytime prior to their starting day, so that you & your child can explore & familiarise yourselves with the Pre-School. You can arrange a visit by telephone or knock on the door!

Crawshawbooth Pre-School - Mission Statement

Crawshawbooth Pre-School is committed to providing quality care & education for children between the ages of 2 – 5 years.

We aim to provide a safe & stimulating environment, ensuring equality of opportunity for all.

Our high Staff ratios mean children are well supported. We will work with Parents & Carers (children's first educators) to make the children's time with us happy, informative & rewarding.

Our staff will endeavour to follow up any training opportunities to stay abreast of current educational thinking.

About Crawshawbooth Pre-School

Crawshawbooth Pre-School first opened in 1968 in its present location, later moving to St. Mary's Church, returning to the newly opened Youth & Community Centre in 1989. The Village Centre was extended & refurbished in 2009.

The Pre-School is a registered charity & is run by a voluntary management committee of parents, past & present & other interested parties.

We are an **Ofsted** Registered Pre-School, Registration Number 309281. On our last two inspections, October 2011 & September 2015, our setting was graded as Outstanding in all judgements. A full copy of our Ofsted reports can be downloaded from the Pre-School Website @ www.crawshawboothpreschool.co.uk or the **Ofsted** Website @ www.ofsted.gov.uk if you do not have internet access there is a copy of the report on the notice board in the Pre-School room or we will be happy to supply a printed copy.

Crawshawbooth Pre-School is also a member of the **Pre-School Learning Alliance (PLA)**. Information regarding the PLA can be found on the PLA website @ www.pre-school.org.uk there is also a link available on the Pre-School website @ www.crawshawboothpreschool.co.uk

We cater for children from the age of 2 – 5 years.

We are open: **Monday to Friday from 7.30am to 6.00pm.**

We can accommodate a maximum of 22 children at any session time.

If you don't require a full or short day for your child, our morning sessions are **7.30am – 12.00pm or 9.00-12.00pm** & afternoon sessions are **12.00pm-3.00pm or 12.00pm – 6.00pm** (Lunch time is **1 Hour- 12-1.00pm**) *Parents are able to add the lunch time care on to a morning session and pay the extra hour or drop them for lunch at 12.00pm before the afternoon session and pay the extra half an hour.

We offer the option for wrap around lunch care between 12.00pm & 1.00pm. Parents can provide their child with a packed lunch on the days that they attend Pre-School or have the option to pre-order a packed lunch at a cost of £2.50 (payable in advance on a termly basis) from the community centre coffee bar. (These include - a choice of sandwich, crisps, fruit, yoghurt, cheese & a drink)

Policies

The Pre-School policy manual is available on request. This covers issues such as special needs, behaviour etc. A copy of the policy manual is located on the notice board in the Pre-School room. We can also supply a copy of our Policy document in pdf. Format by email, a printed copy is available on request.

Complaints - If you have any queries, difficulties or cause for concern whilst your child is in the care of Pre-School, please speak to a member of Staff or the Pre-School Manager or Deputy Manager, who will advise you. Appropriate & prompt action will be taken on any concerns raised & complaints will be investigated, with complainants notified of the outcome within 28 days. A record of any complaints will be maintained with appropriate information recorded & is available for parents or an Ofsted Inspector to see upon request. As with all registered Pre-Schools parents can also contact the regional Ofsted Office, with any queries. The regional Ofsted Office for the North West is @ Piccadilly Gate, Store Street, Manchester M1 2WD. Tel. **0300 123 1231** E-mail. **enquiries@ofsted.gov.uk**

A complaint form is also available upon request.

Pre-School Staff

All about the Pre-School Staff

We are proud of the ratio of adults to children as this ensures individual attention to the needs & development of each child. We are also a well-established team who have worked together at the Pre-School for many years.

Kirsty Jones is the Pre-School Manager, DSL and SENCO. Kirsty joined Pre-School in September 2016, has over 12 year's experience in working with children in Schools and she is qualified in supporting teaching and learning level 2 & 3. She holds a current Level 5 Diploma in Leadership for the Children and Young People's Workforce – Early Years (Management), Level 3 Diploma in children's learning and development (Early year's educator). She has a full paediatric first aid qualification and her level 1 & 2 in safeguarding DLP. Kirsty is qualified in Speech & language, communication needs in supporting children (PECS) and Autism level 1 support. Kirsty has been on many courses including food hygiene, Behaviour management, mathematics through continuous provision, implementing GDPR and prevent duty training. She is our DSL.

Joanne Reynolds is a Qualified Early years Practitioner and Deputy manager at Level 3, with over 20 year's experience. Jo started at Pre-School in May 2015. She is a qualified paediatric first Aider & is qualified to DSL Safeguarding. Jo is our designated speech and language expert and will assist the SENCO will one to one work with children. She has been on many courses including Having fun with letters and sounds - Speaking and listening, endless possibilities, Prevent duty and food hygiene.

Joanne Ackerley is a Qualified Early years Practitioner at level 2 in Early years child care. She has been with Pre-School since 1995. Joanne is an qualified paediatric first Aider & is qualified to Level 2 Safeguarding. Joanne has been on many courses including Behaviour training, Prevent duty, endless possibilities, infection control and food hygiene.

Kaci Peters is a level 3 apprentice Early Years Practitioner - She is a qualified paediatric first Aider & is qualified to Level 2 Safeguarding. Kaci has been on many courses including food hygiene, Prevent duty, moving and handling, infection control and many more

Any parents or carers who would like to help in the Pre-School are most welcome to do so. Unfortunately, children under 2 years of age are not able to attend normal sessions of Pre-School. This is due to **Ofsted** guidelines. In accordance with current regulations all Pre-School Staff & Volunteers who work within the Pre-School setting are DBS Cleared.

Pre-School Management Committee Members & Trustees

Sam Owen - Has taken over from Jessica Fox during 2021/2022, in the role as Preschool Chair. She is a past parent at preschool and valued member of the team. The Chair works with the Pre-School Management & Staff Team, Committee & Trustees, to ensure the efficient business management of the Pre-School. The Chair also liaises with the Charity Commission, Lancashire County Council, Ofsted & the Pre-School Learning Alliance.

Katie Paterson (Vice Chair) The Vice Chair supports the Chair in various duties.

Nina Heath (Secretary) The Secretary deals with general correspondence & minutes of meetings.

Suzanne Hollings (Treasurer) Managing Pre-School finances & preparing the annual Accounts & Charity Commission return.

Committee Members: Lisa Smith, Rosie Miles, Katie Paterson, Emily Poole and Amy Popland

Trustees Clare Mahood, Suzanne Hollings and Sam Owen.

The Management Committee Members are voluntary. The Committee holds three meetings per year with the Staff & Parents. Various issues such as general management, finance, fund-raising & events are discussed & these meetings can be used to air views, raise any questions & have input by Parents or Carers regarding the Pre-School.

Please remember that:

- ***Parental involvement is vital to ensure the ongoing growth, development & future of this our 'Outstanding' Pre-School. Without Parental involvement we would not be able to continue in our current format.***

If you would like any further information or are interested in joining the Pre-School Management Committee, please contact any committee member or a member of Staff.

The Pre-School Rota

Research shows that children learn better when their Parents are involved. Our rota system involves any Parent or Carer who can help on a regular basis. This helps to maintain the high ratio of adults to children in our group, guaranteeing individual care & attention for each child.

It also gives Parents/Carers the opportunity to take an active part in the group, to see what happens & talk about it afterwards with their child. In addition, the rota system provides a valuable opportunity for all children to see their own Parent or Carer in a new role.

In accordance with current regulations all Pre-School Volunteers who work within the Pre-School setting are CRB/DBS Cleared.

Key Person

Our Key Person system gives each member of staff particular responsibility for just a few children. Each child in the group has one adult in the group to relate to, which can make settling into the group very much easier. In addition, the key person is in a position to tailor the group's curriculum to the unique needs of each individual child.

The key person maintains links with the child's home setting, working with parents through shared record keeping to ensure that all children are supported in reaching their full potential. Even though your child has been allocated a key person all staff inter-act with the children.

Training

Our membership of the **Pre-School Learning Alliance (PLA)** & relationship with the Early Years Teacher Team ensures that we are constantly in touch with new thinking in the field of early year's education & childcare. We receive a monthly magazine offering practical advice & up-to-date information; we have a range of professionally produced publications & also good links with the local Primary School.

In addition, on-going training is available via Lancashire County Council, the **Pre-School Learning Alliance (PLA)** & regular cluster meetings & conferences with the Early Years Teacher Team.

At any one time at least half of the Pre-School staff are qualified First Aiders.

Curriculum

At **Crawshawbooth Pre-School** our curriculum is planned in accordance with the Early Years Foundations stage (EYFS) 2017, with activities planned around the children's own ideas & interests. The EYFS is made up of 3 Prime & 4 Specific areas of learning & development, these are:

- **Personal, Social & Emotional Development.**
- **Communication & Language.**
- **Mathematics.**
- **Expressive Arts & Design.**
- **Physical Development.**
- **Literacy.**
- **Understanding of the World.**

All areas of Learning & Development are connected to one another & are equally important. All areas of Learning & Development are underpinned by the principles of the EYFS.

- **A Unique Child**
- **Enabling Environments**
- **Positive Relationships**
- **Learning & Development**

Children's Learning journal- All of these points will be recorded in your child's own personal book to show how learning progress is being made in all areas. This gives you the information about your child's progress & helps staff identify & plan what the children need to do & learn next. Your child's key worker will show these to you at appropriate times but they are always available on request. They are also yours to keep when your child leaves the Pre-School as a memento of your child's Pre-School life.

Activities During their time at Pre-School we take our children on a journey through many different cultures & activities. For example, we may celebrate the 'Chinese New Year' or hold an Easter Bonnet Parade – where the quality & originality of homemade bonnets constantly surprise us. We also learn about our Pre-school family's festivals & many more. We make good use of our local library where we are regularly invited for group story times or we take the children in twos to choose books for their Pre-School.

Hopefully this information will give you a small insight into the Pre-School year.

Please note: Parents/Carers are asked to send their child to Pre-School with clothing appropriate for the weather, e.g. sunhat, rain coat, as outdoor play is an important part of the curriculum.

Aims of Crawshawbooth Pre-School

Our aims are:

- To enhance the development & education of children under statutory school age in a parent involving, community based group.
- To provide a safe, secure & stimulating environment.
- To work within a framework which enables quality of opportunity for all children & families.

We offer your child:

- A curriculum, based on the seven areas of learning.
 - Fun & friendship with other children & adults.
 - Individual care & attention made possible by the high numbers of adults to children.
 - The support of a personal key worker
- The opportunity for you & your family to be directly involved in the activities of the group & in your child's progress.

The **PLA & Pre-School** recognises that you, the Parents/Carers, are the first & most important educators in the lives of your children. Our Pre-School aims to support you as parents/carers & hopefully form a partnership with you, working to provide your children with the best possible care & education. Therefore, parents & carers are always welcomed into the group. Tasks or any help you can give include:

- Working in the group with the children.
- Taking part in the Management of the Pre-School.
- Assisting with fund-raising.
- Taking Part in Training or Representing Pre-School at branch & county activities of the PLA.

Payment of Fees

Please note that the Pre-School Staff do not normally handle money - this is usually done by the Pre-School Treasurer or another Member of the Pre-School Management Committee. Fees are to be paid on a weekly or monthly basis, on the first day of the week that your child attends, or at the beginning of each month (4 weekly) in advance. On the first week that your child attends Pre-School, we ask that you also pay for the following week. i.e. One week in advance. (This is for the first week only)

Please ensure that all fees are Paid directly into the Pre-School bank account:

Account number: 81893998 Sort code: 40.15.17

Please ensure your child's name, is given as a reference on the payment sent.

Without this information we will be unable to allocate the fees to the correct child or the dates paid.

Crawshawbooth Pre-School session fees are currently:

Childs Age	Per Hour	Per extended day 8am-4pm	Per Short day 9am-3pm
3 - 4yr Old	£5.00	£40.00	£30.00
2yr Old	£5.50	£44.00	£33.00

(* Prices quoted are correct at time of printing, but may be subject to review)

Please note that there is an administration fee of **£15** for **all** new starters to cover administration costs. This is payable on your child's first day at Pre-School & is non-refundable. **Please note that a period of 4 weeks notice is required for any session amendment or cancellation, fees remain payable during this period.** We reserve the right to invoice Parents/Carers for any fees or costs associated with additional costs incurred including Bank Charges due to unpaid or returned cheques/payments.

Free Early Years Entitlement Funding

From the term after their **third birthday** onwards, your child should be entitled to free Early Years Entitlement Funding (EYEF), from Lancashire County Council, to a maximum of 15 hours per week, subject to session availability.

From September 2017- Some parents may be able to qualify to claim for an additional 15hours on the (30 hrs entitlement funding if they meet the criteria)

At the start of each new term a Parental Agreement will be issued, which needs to be completed, signed & returned to Pre-School. The Parental Agreement & termly Head-count enable us to claim the relevant funding from LCC. Without the signed Parental Agreement we will not be able to claim EYEF & payment of fees will be required & the legal responsibility of the child's Parent or Guardian. Please note that once EYEF has been claimed for a specific term it is not transferable for that complete term. When a child has an EYEF grant-funded place, Parents/Carers may be asked to contribute towards the cost of any sessions that the child attends, over the maximum number of grant-funded sessions. This is usually at the standard rate per hour. This also covers any potential shortfall in the total number of hours that can be claimed per term as defined by the LCC Funding Formula & Parental contract.

2 Year old Free Early Education Funding:

After a child turns two years old, they may be eligible for up to 15 hours a week of free Early Education. This is called Free Early Education & is funded by the government. If you would like more information please call **0800 1950137** or you can check if you are eligible on the Lancashire County Council website www.lancashire.gov.uk/family

EXCLUSION PROCEDURE FOR COMMUNICABLE ILLNESS or INFECTIOUS DISEASES

Minimum periods of exclusion from Pre-School:

Disease/illness	Minimum exclusion period
Antibiotics prescribed	First day at home
Chickenpox	7 days from the onset of rash
Conjunctivitis	Minimum of 48 hours; longer if eyes still weeping
Diarrhoea	48 hours from last episode of diarrhoea
E.coli	48 hours from last episode of diarrhoea
Gastro-enteritis, food poisoning, salmonellosis & dysentery	Minimum of 48 hours or for notifiable diseases, until advised by the relevant public health official
H&, foot & mouth	Until rash/spots gone
Impetigo	Until lesions are crusted & healed
Infective hepatitis	7 days from onset or jaundice
Measles	7 days from onset of rash
Meningococcal infection	Until recovered
Mumps	Until the swelling has subsided &, in no case, less than 7 days from onset of illness
Pediculosis (lice)	Until appropriate treatment has been given
Pertussis (whooping cough)	21 days from the onset of illness if no antibiotic treatment
Plantar warts	No exclusion. Should be treated & covered
Poliomyelitis	Until declared free from infection by the appropriate public health official
Ringworm of body	Seldom necessary to exclude, provided treatment is being given
Ringworm of scalp	Until cured
Scabies	Child can return after first treatment
Scarlet fever & streptococcal infection of the throat	Until appropriate medical treatment has been given &, in no case, less than 3 days from the start of treatment
Temperature	48 hours, if sent home ill
Threadworm	No exclusion once appropriate treatment has been given
Tuberculosis	Until declared free from infection by the appropriate public health official. Always consult local HPU
Typhoid fever	Until declared free from infection by the appropriate public health official
Vomiting	48 hours from last episode of vomiting

Please notify the Pre-School Staff if your child is unable to attend any Pre-School session due to illness.

Further information is available from: www.hpa.org.uk or the local Health Protection Unit.

Revision: December 2010

Welcome to Crawshawbooth Pre-School

Thank you for choosing **Crawshawbooth Pre-School**, we are pleased to confirm that a place is now available as follows:

Child's name	
Starting on	
Your child's key person will be	
Fees	
Please come together on that day (& please bring along your completed forms)	

Day	Extended day 8am-4pm	Short day 9am-3pm	AM 8am- 12pm	AM 9am-12pm	PM 12pm-4pm	PM 12pm-3pm
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

We look forward to welcoming your family into our group & hope that you will enjoy sharing in Pre-School life.

Settling in Pre-School

For many children, starting in Pre-School is their first step towards independence & there are important lessons to be learned:

- That it is possible to feel safe & happy while parents are not present for a while
- That other adults can be a source of authority, help & friendship
- That new play & learning experiences can be enjoyed in the group & shared with parents afterwards

Give your child a chance to learn these positive lessons by working with the Pre-School staff to make the settling-in period as easy as possible. Here are 10 tips to help you:

1. Brief visits to the group before you start attending will make the place & people feel familiar
2. Avoid starting at a time when there has been a disruption of routine at home. A new baby, a spell in hospital or even a long holiday can require a settling-down period before the child tackles anything else new.
3. Children are ready to part from their parents at different ages. If your child is going through a very 'clingy' patch, it might be better to delay admission for a while unless a parent or trusted friend can stay in the group with the child.
4. Before starting at Pre-School, talk to your child cheerfully & positively about the good things that will happen there.
5. Be prepared to stay with your child in the group until he or she is ready to be left alone. All children are different & this might take anything from a few minutes to a few weeks or months. It is a good idea in any case to stay for the first session. It gives you an idea of what goes on & enables you to talk about it afterwards with your child.
6. It might be possible to arrive a little later than the others the first day. That way, you arrive to a quiet & settled group in which the children are already busy & the staff are free to introduce the people & activities.
7. When you judge that your child is ready to be left, say goodbye. Do not be tempted to creep away while the child is occupied. This might seem easier at the time but it can cause the child to feel let down & mistrustful.
8. It is easier for a child to accept a parent's departure if there is a clear explanation of what is going to happen. "I am going to the shops & I'll be back after singing time" can help the child envisage where you will be & understand the timescale involved.
9. For children who find parting hard, it might help to have a very brief separation at first – just to post a letter or go into the kitchen to mix some paints. Separation time can then be extended gradually. During this period it is particularly important to be punctual. If a parent is not there at the time he or she promised, the child's newly built confidence can be upset.
10. **Don't Worry.** Children develop very quickly at this age, & a child who seems unable to manage alone for even a second can have a very different attitude in a week or two. Just be calm & practical about it, reassuring the child that he or she will be able to manage soon, & helping him or her to make friends & get used to the activities.

When you arrive

Please make sure that your child's arrival is recorded in the register. If you are remaining in the group for any length of time, your own name should also be noted. If you will not be collecting your child yourself, please let the staff know who is authorised to collect the child. If you will not be at home or at your usual place of work during the session, please let a member of staff know where you can be reached in any emergency.

Registration Form

Please **READ & COMPLETE Pages 9, 10, 11 + 12, SIGN** as appropriate & return to Pre-School on or before your child's first day. *If you have any difficulty in filling in any part of this form, the Pre-School staff will be happy to help.*

Family Name			
Child's Name			
Sex		Date of Birth	
Name by which the child should be addressed in Pre-School			
Names of person/s with parental responsibility			
Address			
START DATE:		Post Code	
Home Telephone No		Mobile No	
Parents Email Address			
Child's first language		Other language(s) spoken at home	
Child's Doctor			
Doctor's Address			
		Doctors Telephone No	
Has your child been immunised against the following:			
Diphtheria?		Whooping Cough?	
Polio?		Measles?	
Is your child allergic to anything?			
Has your child had any major illness/operation?			
Has your child been in hospital recently?			
Has your child any on-going health problems?			
Crawshawbooth Pre-School has a special needs policy. Does your child have any special need which you would like to discuss with the staff?			
Has your child previously attended:			
A parent & toddler group?		Another Pre-School?	
When is your child expected to start school?			
Which School (if known)?			
Name(s) of persons authorised to collect your child from Pre-School. (Please notify us of any changes. No child will be released to an unauthorised person)			
Please indicate any special requests/requirements about religious observance, food, clothing, health or other matters which we should observe in our Pre-School.			
Please indicate background information on your child which may help us to understand her or him – e.g. any special fears, any brothers or sisters, pets, any special words for (e.g.) the toilet, any recent family events which have affected the child.			
<i>This information is strictly confidential.</i>			
PLEASE LET US KNOW OF ANY CHANGES TO THIS INFORMATION DURING YOUR CHILDS ATTENDANCE AT PRE-SCHOOL.			

Pre-School Contract (Please sign & return)

Our Pre-School offers supporting services as outlined in our prospectus. However, parents are the first & most important educators of their young children. The work of the group cannot be fully effective unless Pre-School & Parents work together in the child's interests.

Parents are asked to read & sign the statement below as an expression of this shared commitment.

Policies	I/we have read the Pre-School's policies & accept that the group will run in accordance with these.		
Parents participation	I/we will join in the life of the Pre-School for as long as our child attends. I/we would be particularly interest in: (Please tick)		
• Helping during the session		• Working on the committee	
• Making/mending equipment		• Taking part in outings	
• Helping with fundraising		• Other (please specify)	
Shared record-keeping	I/we will contribute to the record of the child's development created jointly by parents & group, working with the staff to identify & meet the child's educational, personal & social needs & to implement decisions taken in the interest of the child.		
Fees	I/we will pay fees on a weekly basis & understand that if no fees have been paid for a 2 week period then the child may forfeit his/her place, unless a prior agreement has been made. I/we also understand that payment of fees is still required if the child misses sessions due to illness, holiday etc.		
Punctuality	I/we will try not to be late in collecting the child at the end of the day/session & will warn both the group & the child on any occasion when this might happen.		
Outings	I am/am not willing (please delete) for my child to go on brief local outings from Pre-School. I understand that specific consent will be sought for major excursions.		
Signed (Parent)			
Signed (Parent)			
Signed (Pre-School Manager)			

Evidence of Birth Date

Pre-School are required to obtain evidence of your child's date of birth when you register. Please bring your child's Birth Certificate along with your registration forms in order for a member of Pre-School Staff to complete this section of the application form.

Child's Name	
Date of Birth	
Certificate Issue Number	
Parent Signature	
Checked By	
Date	

Emergency Contact Details

Please read & complete all sections of this form, sign as appropriate & return to Pre-School on or before your child's first day.

Child's Name			
Address			
		Post Code	

Parents Information			
Full Name		Full Name	
Address (if different from above)		Address (if different from above)	
Daytime Tel. No		Daytime Tel. No	
Mobile No		Mobile No	

Should an emergency occur at Pre-school it is sometimes necessary to contact someone about your child. If the nature of your occupation makes daytime contact difficult, please give the details of at least two emergency contacts who maybe reached in such an event.

Full Name		Full Name	
Address		Address	
Daytime Tel. No		Daytime Tel. No	
Relation to Child		Relation to Child	

Full Name		Full Name	
Address		Address	
Daytime Tel. No		Daytime Tel. No	

Consent Form

Please read & complete all sections of this form, sign as appropriate & return to Pre-School on or before your child's first day.

Child's name	
Date	

In the event of accidents:

I consent to my child receiving treatment at an appropriate hospital, if necessary.

Signature of Parent/Carer	
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Video recordings:

I consent to my child being video recorded for educational purposes.

Signature of Parent/Carer	
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Publication of photographs:

I consent to my child's photograph being taken & used for Pre-School display or for publication.

Signature of Parent/Carer	
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Educational outings:

I consent to my child being taken out of Pre-School on educational outings, etc.

Signature of Parent/Carer	
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Administration of Piriton or Antihistamine:

In the event of a wasp/insect sting, I consent to my child being given Piriton where necessary to avoid an adverse reaction to the sting.

Signature of Parent/Carer	
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Sun cream:

I consent to my child having sun cream applied when necessary.

Signature of Parent/Carer	
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Observations:

I consent to my child being observed during Pre-School sessions for assessment purposes as part of the Foundation Stage Curriculum. (Observations & assessments are required by OFSTED & LCC)

Signature of Parent/Carer	
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Exclusion Policy & Procedure:

We as Parents confirm that we have read & will adhere to the Pre-School Exclusion Policy for Communicable Illness / Infectious Diseases (as detailed on Page 7 of the Welcome Pack)

Signature of Parent/Carer	
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Fair Processing Notice

DATA PROTECTION ACT 1998

Early Years Settings, Schools, Local Authorities (LAs), the Secretary of State for Children, Schools & Families & the Department for Children, Schools & Families (DCSF) (the government department which deals with education & children's services), the Qualifications & Curriculum Authority (QCA), Her Majesty's Chief Inspector of Education, Children's Services & Skills (Ofsted), & the National Assessment Agency (NAA) all process information on children & pupils in order to help administer education & children's services & in doing so have to comply with the Data Protection Act 1998. This means, among other things that the data held about children must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, & to whom it may be passed on.

The **Early Years Setting** holds information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, & to assess how well the Setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs & any relevant medical information. From time to time Early Years Settings are required to pass on some of this data to LAs, the DCSF & to agencies that are prescribed by law, such as QCA & Ofsted. In particular, at age five an assessment is made of all children (the Foundation Stage Profile) & this **information is passed to the Local Authority & receiving maintained school.**

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

The **Qualifications & Curriculum Authority (QCA)** uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DCSF are used to compile statistics on trends & patterns in levels of development. The QCA can use the information to evaluate the effectiveness of the national curriculum & the associated assessment arrangements, & to ensure that these are continually improved.

Her Majesty's Chief Inspector of Education, Children's Services & Skills & Ofsted do not routinely process any information about individual children. However, whilst Ofsted holds no records of individual children's progress, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Settings.

The **National Assessment Agency (NAA)** uses information for those, relatively few, Settings undertaking the Foundation Stage Profile. The resulting data is passed on to the NAA which also uses information in working with schools, the QCA, & Awarding Bodies, for ensuring an efficient & effective assessment system covering all age ranges is delivered nationally.

The **Secretary of State for Children, Schools & Families & the Department for Children, Schools & Families (DCSF)** use information about children & pupils for research & statistical purposes, to allocate funds, to inform, influence & improve education policy & to monitor the performance of the education & children's services as a whole. The DCSF will feed back to LAs information about children for a variety of purposes that will include data checking exercises, & use in self-evaluation analyses.

Information about children may be held to provide comprehensive information back to LAs to support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department & participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

The DCSF may also disclose individual child & pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits & subject to the approval of the Department's Chief Statistician.

The Children Act 2004 permits the disclosure of information from registered childcare providers for inclusion on Contact Point. The purposes of Contact Point are to:-

- Help practitioners working with children quickly identify a child with whom they have contact;
- determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled;
- enable earlier identification of needs & earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child; &
- encourage better communication & closer working between practitioners.

Contact Point will hold for each child or young person in England (up to their 18th birthday):

- Basic identifying information: name, address, gender, date of birth & an identifying number;
- Name & contact details for a child's parent or carer;
- Contact details for services involved with a child: as a minimum educational setting (e.g. school) & primary medical practitioner (e.g. GP Practice) but also other services where appropriate; &
- the facility to indicate if a practitioner is a lead professional for a child &/or if an assessment under the Common Assessment Framework has been completed.

Contact Point will NOT contain any case information (such as case notes, assessments, attendance, exam results, medical records or subjective observations).

Access will be strictly limited to those who need it to do their job. All authorised users must have undergone relevant mandatory training, have security clearance & have a user name, a password, a PIN & a security token to access Contact Point. To ensure high standards of accuracy, information on Contact Point will be drawn from a number of existing systems, including the termly School Census from which pupils' home address will be collected.

For further information go to <www.everychildmatters.gov.uk/contactpoint>

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the Early Years Setting at:
Crawshawbooth Pre-School The Village Centre Adelaide Street Crawshawbooth BB4 8PW
- the Local Authority at:
Lancashire County Council, Sure Start Early Years & Childcare Service, PO BOX 61, Preston, PR1 8RJ;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;
- the NAA Data Protection Officer at NAA, 29 Bolton Street, London W1J 8BT;
- the DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, LONDON, SW1H 9NA.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity & any further information required to locate the personal data requested.